

# WITHDRAWAL & INTERRUPTION APPLICATION FORM for Higher Education Students

This form applies to both domestic and international students.

**READ THE INFORMATION ON PAGE 2 BEFORE COMPLETING THIS FORM.**

**SECTION A:**

**Domestic students:** Complete Section A and return the form to your Course Coordinator.

**International students:** Before withdrawing or suspending your studies you must check with the International Students Coordinator/Manager to ensure compliance with visa requirements. Then complete Section A and return the form to your Course Coordinator. Applications for international student tuition fee refunds can be made to the TAFE NSW International Finance team once the withdrawal has been actioned.

Last Name  First Name   
 Other Name  TAFE Campus   
 Date of Birth  day  month  year TAFE Student ID   
 Address   
 Postcode   
 Email  Phone Number   
 Course Number  Course Name

**Please complete your request/s and sign below:** (See notes over page for conditions of refunds.)

- I am a domestic student  I am an international student and have discussed my intention to withdraw with the International Student Coordinator / Manager at my campus.
- I wish to withdraw from my course. Please indicate why you are leaving the course by completing the section at the bottom of the page.
- I wish to withdraw from my subjects. Indicate subject/s in table below.
- I wish to interrupt / suspend my studies for a period of  one semester  one year. (Tick one)
- I will recommence my studies in Semester  Year  (eg: Semester 1, 20xx)

Reason for request

Signature of Student  Date

Tick which method you paid your tuition fees by:  FEE-HELP Loan  Upfront payment  Combination  International

If Upfront or Combination, indicate amount paid upfront \$  Paid By:  Student  Other if 'Other', give details below.

Payer's First Name  Payer's Last Name

Payer's Address  Postcode

Student to complete		Office Use Only		Date Received	Refund amount due to student
Subject No.	Subject Name	Start Date	Census Date	End Date	

**Notes**

1. Refunds, where approved, are to be made to the student, organisation or third party who originally paid.
2. Any payments that were made by credit card will be refunded to the original credit card number.
3. TAFE NSW will not ask for your credit/debit card details to be recorded on any documents. Payment will not be processed with the forms containing credit/debit card details. International students must complete a 'Request for Refund of Fees' form which is available from the International Students Unit at the campus.
4. International students must complete a 'Request for Refund of Fees' form which is available from the International Students Unit at the campus.
5. If you withdraw from your course or subjects after the census date you will be liable for subject tuition fees (or FEE-HELP loan) for the subject/s you are withdrawing from. The date you withdraw is determined by the date your withdrawal form is received by the Course Coordinator.

**Please tell us why you are withdrawing from the course:**

- The course was different to what I expected The scheduling of classes made it difficult to attend The course did not interest me  
 I felt unprepared for higher education study Family/personal reasons impacted my study Financial reasons impacted my study  
 I chose to study the same course with another provider Other (provide reason): \_\_\_\_\_

Thanks for your feedback

## IMPORTANT INFORMATION – READ THIS FIRST

All students who wish to **withdraw** from a TAFE NSW Higher Education subject or course or who wish to **interrupt/suspend their studies** must complete this form and return it to the Course Coordinator in accordance with the guidelines provided in Section A above. Failure to attend classes is not in itself notification of withdrawal. If you do not complete a Withdrawal/Interruption Form, TAFE NSW Higher Education will assume that you are continuing your studies in all subjects you are currently enrolled in. This form must be completed regardless of when a student decides to withdraw or interrupt / suspend their studies.

### DOMESTIC STUDENTS

1. Domestic students who withdraw from a subject *on or before* the Census Date:

- will not incur a debt if they have taken out a FEE-HELP loan for the subject/s they are withdrawing from, and/or
- will receive a refund of their tuition fees if they have paid their tuition fees upfront for the subject/s they are withdrawing from.

2. Domestic students who withdraw *after* the Census Date:

- will be liable for the full debt (for subjects enrolled in prior to withdrawal) if they have taken out a FEE-HELP loan, and/or
- will NOT receive a refund if they have paid their tuition fees upfront.

3. Domestic students who withdraw *after* the Census Date may be eligible for a refund of tuition fees or reversal of their FEE-HELP loan under special circumstances. Special circumstances are listed in the FEE-HELP Information Booklet and in the TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures.

4. Interrupting your studies: If you are enrolled in a TAFE NSW Higher Education course you can apply to interrupt your studies. You must submit your application to interrupt your studies *prior to the census date* of the semester in which you wish to take leave. If you apply to interrupt your studies *after* census date:

- you will be liable for the full debt (for subjects enrolled in that semester) if you have taken out a FEE-HELP loan, and/or
- you will NOT receive a refund if you have paid your tuition fees upfront.

You must complete your course within the period of study specified in the TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures. If you interrupt your studies for more than a total of two years, you may be required to undertake additional study to ensure the currency of your learning. Your course coordinator will be able to advise you of the requirements to complete your course.

### INTERNATIONAL STUDENTS

If you withdraw from the course, reduce your course load or suspend your studies your student visa may be affected. You must discuss your withdrawal and its visa and fee impact with your campus International Students Coordinator / Manager before submitting this form. You must also provide any relevant documentation, eg: medical certificate, learning intervention plan, letter of request in support of your application.

**FURTHER INFORMATION** can be found in the:

TAFE NSW Higher Education Student Progression, Exclusion and Graduation policy and procedures

TAFE NSW Higher Education Tuition Fees, Payments, FEE-HELP, Refund and Review policy and procedures

TAFE NSW Higher Education policies and procedures can be accessed at: <https://www.tafensw.edu.au/about/policies-procedures>

Commonwealth Department of Education FEE-HELP Information and FEE-HELP Booklet on the Study Assist website <https://studyassist.gov.au/help-loans/fee-help> &

[http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help-](http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/fee-help/pages/fee-help)

Information for International students is at: <https://www.tafensw.edu.au/international>

## Office Use Only

### SECTION B – DOMESTIC STUDENTS & INTERNATIONAL STUDENTS:

This section to be completed by the Course Coordinator.

Withdrawal noted and discussed with learner.

Comment (optional) \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION C – DOMESTIC STUDENTS: This section to be completed by the campus Student Services.

Refund/FH remittance approved

\*Refund/FH remittance not approved

\*If not approved, provide reason \_\_\_\_\_

Name of approver \_\_\_\_\_ Position \_\_\_\_\_

Signature of approver \_\_\_\_\_ Date \_\_\_\_\_

The original payment details have been checked.

Refund details entered into system.

Student's record in ebs has been updated.

### SECTION D – INTERNATIONAL STUDENTS: IMPACT ON VISA REQUIREMENTS AND FEES PAID MUST BE DISCUSSED WITH THE LEARNER.

(i) This section to be completed by the International Students Coordinator/Manager at the campus. Circle whether approved or not approved.

Withdrawal / Release discussed with learner and approved / not approved. OR Suspension / reduction of course load approved / not approved.

Details \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(ii) This section to be completed by the International Admissions Compliance Team.

TISMS updated

PRISMS updated

Name \_\_\_\_\_ Date \_\_\_\_\_

(iii) This section to be completed by the International Student Finance Team.

Refund processed

Name \_\_\_\_\_ Date \_\_\_\_\_

Comment / Details \_\_\_\_\_

(iv) This section to be completed by campus Student Services.

Student's record updated in ebs

Name \_\_\_\_\_ Date \_\_\_\_\_